Edge eAssessment Frequently Asked Questions

About *Edge* eAssessment
Who built *Edge* eAssessment?

    Bookette Software, an educational assessment software development company, and National Geographic School Publishing, a trusted publisher of language and literacy curriculum have partnerted to develop Edge e-Assessment.

What is the benefit of using *Edge* eAssessment?

    Edge e-Assessment gives you immediate feedback on your students' performance. With access to a variety of in-depth reports and Reteaching Lessons, you can make sound instructional decisions for your students and take action right away. *Edge* e-Assessment also saves you the work of scoring tests and analyzing test results by hand.

Can I access *Edge* eAssessment remotely or from home?

    Yes, *Edge* eAssessment is delivered completely over the Web and can be accessed from any computer with an Internet connection. No special hardware or connectivity is required.

What are the System Requirements?

    You can download the system requirements from http://www.NGSP.com/Portals/0/Downloads/Edge_eAssessment_System_Requirements.pdf.

Do students have to take tests online?

    No, tests can be offered online via our website or pencil and paper tests that can be scanned and uploaded to the system for scoring and reporting.

Can students take tests online?

    Yes, tests can be offered online via our website or pencil and paper tests that can be scanned and uploaded to the system for scoring and reporting.

Account Set Up
How does information for our students, teachers and principals get into the system?

    We will forward a Data Import Template when we receive your order. The template includes spreadsheets for Teachers' and Students' and Administrators' information, which Bookette Software will load into the system.

How is a student set up for online testing?

    Once a teacher purchases a subscription to e-Assessment through The Teaching Edge Plus, online testing and/or scan and score testing becomes available for use by that teacher for his/her class. If the teacher wishes to use online testing, Technical Support at NGSP will "load" the teacher's login with student usernames and passwords along with the data import process. Technical Support also sets up the customer for scan and score testing. Some teachers may use both options. Districts may have classrooms using only online testing, other classrooms using and scan and score, and some classrooms using both.

How long does it take to complete the data import?

    Bookette Software requires 5-7 business days to complete the data import after receiving the template. You will receive an email confirmation once the template is loaded.

Who maintains the student information after it is loaded into the system?
> You can edit student information online at any time by opening a student's profile. District administrators can move student profiles between schools with the Transfer Students tool.

How do student test results get into the system?
> Responses to multiple-choice tests are either automatically submitted from the website or scanned into the system from the *Edge* Answer Sheet. In many schools and districts, scanning is handled by a technical specialist. Once the responses have been scanned and uploaded they are automatically scored in the application. For holistically-scored tests, teachers can enter students' scores directly into the system with the Add Scores tool.

Teacher and Administrator Accounts

How do I get a username and password?
> Usernames and passwords are set up by your district or school administrator when the *Edge* eAssessment account is established. We recommend using school email addresses for usernames. Contact the school or district administrator who is in charge of *Edge* eAssessment to confirm your username and password.

Student Profiles

Will profiles for our students already be in the system, or will teachers have to create them?
> A profile is created when the import file is loaded into the system. Teachers may then edit the students' profiles online. Edits to a student's profile are reflected in reports for all future test administrations. The edits are not reflected in reports for tests administered before the edits were made.

Can I export student test data to another district scoring system for comparative reporting?
> Yes. You can extract student test data in a comma-delimited format using the Export tool.

Viewing Tests

Can I change the order in which I teach and assess the unit tests?
> Yes, you can teach the *Edge* units in any order you wish. However, *Edge* was designed to build knowledge from unit to unit, so we recommend you fill in gaps for students if you decide to skip units. *Edge* eAssessment reports are based on the scanning date. For example, if you administer and scan a Unit 6 test before a Unit 5 test, the Unit 6 results will display first in cumulative reports.

Do reteaching and retesting come with all three versions (paper and pencil, scan and score, and online assessment)?
> Retesting is only available online and for Unit Test reporting categories. No paper formats or PDFs are available for retesting.

Using Answer Sheets

I'm interested in preslugged answer sheets. Do you offer them?
> National Geographic School Publishing has contracted with NCS to provide preslugged answer sheets. Please contact Technical Support at 888-915-3276 for information.

I'm running out of *Edge* answer sheets. Can I use photocopies?

No, the *Edge* answer sheets should not be photocopied to ensure accurate scanning. If you are using OMR bubble sheets, please contact National Geographic Customer Service at 888-915-3276 for additional sheets. If you are using OCR sheets, please download and print new ones from the website.

Scanning

What do I need in order to scan the *Edge* answer sheets?

You will need:

- A compatible scanner (see next question)
- Edge Scanning Tools software (download at: http://www.bookette.com/Updates/Win/Setup_WebScanHB.exe)
- A PC with Internet connectivity (128K recommended) that can run VanScan®
- Completed answer sheets with all of the student and test information filled in.

Which scanners are compatible with *Edge* eAssessment?

You will need a compatible OMR (Optical Mark Recognition) or OCR (Optical Character Recognition) scanner. Please see the System Requirements for the complete listing. (http://www.ngsp.com/Portals/0/Downloads/Edge_eAssessment_System_Requirements.pdf) If you have a scanner that is not listed, contact Technical Support at 888-915-3276 to determine compatibility.

How can I obtain a compatible scanner?

Contact Scantron.

Do I need any special software to scan my tests?

Yes, you will need the Edge Scan Tools software. This software allows scanned results to be correctly uploaded to *Edge* eAssessment. To download, go to: http://www.bookette.com/Updates/Win/Setup_WebScanHB.exe. If you are using an OCR scanner, you will also need to purchase forms-processing software, such as Remark Office OMR (http://www.gravic.com/remark/officeomr/index.html).

Scoring Tests

What is holistic scoring?

Holistic scoring is a qualitative assessment based on teacher observation of student performance. This is different from analytic scoring, which is based on the sum of correct responses.

What are rubrics and why are they important?

Since holistic scoring depends on observation, it is subjective. Rubrics provide a common framework for assigning holistic scores and thereby increase fairness and allow individual scores to be compared across groups of students.

Viewing Reports

Can I compare data for several classes in my school?

If you are logged in as a school administrator, the Teacher-At-A-Glance link will show the scores for each teacher's class. By clicking the teacher's name, you can drill down to group or student view.

Can I compare data for several schools in my district?

As a district administrator, the District-At-A-Glance link will show the scores for each school in the district. By clicking on the school name, you can drill down to the teacher, group, or student level.

How do students see their results?

Students may log in through either *Inside Learning* or the *Learning Edge* with their username and password. By clicking on Take a Test & View Results, the students can choose the tab for View Results to see their current program usage.

<u>User Support</u>

Whom do I contact about ordering?

Contact your local sales representative or National Geographic Customer Service at 888-915-3276.